MSIS USER MANUAL
Office of Federal Programs
2014 - 2015

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Accreditation Standards

2.1 ASSIGNMENT OF DISTRICT ACCREDITATION STATUS

The Commission on School Accreditation determines the annual accreditation status of all public school districts in the fall of each school year based on verified accreditation data from the previous school year. An annual district accreditation status is assigned based on compliance with Process Standards. Information concerning district compliance with Process Standards is reported to the Commission on an annual basis. See Policy 2.2 below.

The district superintendent and school principals are responsible for ensuring that all data reported to the Mississippi Department of Education is true and accurate as verified by supporting documentation on file in the school district. Reporting false information is a violation of the accreditation requirements set forth by the State Board of Education and may result in the downgrading of the district's accreditation status. After the Commission takes action on accreditation records presented, the district superintendent and the chairperson of the local school board are notified of the status assigned. The decision of the Commission is final unless appealed by the school board of the district to the State Board of Education in accordance with the appeal procedures in Policy 6.4 of this document.

2.9.2 PENALTY FOR THE WITHDRAWAL OF ACCREDITATION

The withdrawal of a school district's accreditation by the Commission on School Accreditation will result in the following:
• A school or schools within a district shall be limited to participation in no more than fifty percent (50%) of the regular season of any interscholastic activity, which shall include division/district/regional games,
• The interscholastic season schedule for a school or schools within a district shall not include the opening day of season or any type of post season participation, as determined by the Office of Accreditation, and
• Cheerleading, drill, and dance squads, speech and debate, choral music and band may participate in district or state contest, but shall not be eligible to receive ratings.

All schedule requests must be submitted in writing to the Mississippi Department of Education, Office of Accreditation, at least thirty (30) days prior to the beginning of the season. **The Office of Accreditation shall pre-approve all schedules and participation in interscholastic activities.** In addition to the suspension of all post season activities, the school district shall not be allowed to participate in jamborees, special games, parades, tournaments, holiday tournaments, or competitions of any nature.
Failure to comply with section 2.9.2 will result in the suspension of ALL interscholastic activities. Failure of a district to have its accreditation reinstated by the Commission on School Accreditation after a period of two (2) calendar years from the date of the withdrawal of accreditation shall result in the immediate suspension of ALL interscholastic activities until the district's accreditation status is reinstated.
Note: Interscholastic activities include, but are not limited to, football, basketball, baseball, track and field, cross country, tennis, golf, volleyball, softball (fast pitch and slow pitch), soccer, wrestling, swimming, power lifting, bowling, archery, cheerleading, drill, and dance squads, speech and debate, choral music, and band.

2.9.5 REINSTATEMENT OF AN ACCREDITED STATUS

Based on the recommendation from the Office of Accreditation or the State Superintendent of Education, the superintendent and school board president of a school district whose accreditation has been withdrawn may file a petition with the Commission on School Accreditation for reinstatement of accreditation to be effective on January 1 or July 1. The Commission on School Accreditation shall require all school districts that petition for reinstatement of accreditation to appear before the Commission on School Accreditation to furnish evidence satisfactory to the Commission that the school district is in compliance with all accreditation standards prior to the reinstatement of accreditation.

5.5 OTHER STATE/FEDERAL PROGRAM AUDITS/EVALUATIONS

When audits or evaluations of other state or federal programs reveal verified noncompliance with state or federal program regulations, the incidents of noncompliance are filed with the Office of Accreditation.

PROCESS STANDARDS
ADMINISTRATION AND PERSONNEL

10. The school district operates with a uniform system of accounts as specified in state law and as prescribed by the State Auditor's Office. {MS Code 37-9-18, 37-37-1, 37-37-3, 37-17-6(17), 37-37-7, 37-37-13, 37-61-19 and 37-61-23}

10.1 The board of education has implemented a fixed asset system of accountability that complies with the standards established by the State Auditor's Office for the verification of fixed assets and the auditing of fixed assets records. {MS Code 37-17-6(17)}

10.2 The financial accounting data and the corresponding annual audit report as submitted to the Mississippi Department of Education reflect no less than a zero fund balance (as defined by generally accepted accounting principles) for all funds of the school district. {MS Code 37-61-19}

10.3 The most recent annual audit report of the school district, as conducted under the guidelines of the State Auditor's Office, indicates that the auditor has issued an unqualified opinion (as defined by generally accepted auditing standards) on the general purpose financial statements of the school district. {MS Code 37-9-18, 37-37-1, and 37-61-23}

10.4 The most recent annual audit report of the school district, as conducted under the guidelines of the State Auditor's Office, verifies the accuracy, validity, and timely reporting of all student data submitted to the MDE, including but not limited to the electronic transmission of student enrollment, attendance, transportation, absenteeism, graduation, dropouts, and any other student data and administrative functions as deemed necessary. {MS Code 37-37-7(2)(b)(c)(d) and 37-37-13}

10.5 The most recent annual audit report of the school district, as conducted under the guidelines of the State Auditor's Office, verifies the accuracy and timely reporting of all reports, other than student data, required for submission to the MDE in accordance with state law and/or State Board of Education policies. {MS Code 37-37-7(2)(e) and 37-37-13}

For a copy of the *Mississippi Public School Accountability Standards; http://www.mde.k12.ms.us/docs/accreditation-library/2012-standards-8-8-13.pdf?sfvrsn=2 or visit* the Mississippi Department of Education website, click the drop down box, select Accreditation, to the left of the page, select Accountability Standards, select Mississippi Public Schools Accountability Standards with the most current year.

MSIS Information

1.1   System Overview

Mississippi Student Information System (MSIS) is a web based application system. It receives student, personnel and district information. The application requires connection to the Internet in order to access the system. The database can be accessed with the installation of a current version of Java. Internet browsers that do not contain or use Java such as Safari, Firefox and Google Chrome may require the installation of a plug-in before access is available. After the installation of Java, MSIS can be used immediately without further configuration. MSIS displays and reports information received from the Student Administrative Package **(SAP)**. The SAP is a separate system that is purchased and maintained at the school and district level.

1.2   User Access Levels

There are specific levels granted to users either as District or School, with a selection from the General User column. Federal Programs Directors have access to District level and a selection(s) from General User selected by the MSIS Primary. This access is granted after a completed MSIS 2 Form is received with the signature of the MSIS Primary, Superintendent or Secondary signed in blue ink. The Oath of Confidentiality is completed and signed in blue ink by the user. Once it has been received at MDE/MSIS and approved, users are assigned a MSIS login and a temporary password from MDE/MSIS is sent to the user via email with a subject titled: **Welcome to MSIS**.

1.2.1   MSIS 2 Form and Oath of Confidentiality

MSIS forms are located at: http://www.mde.k12.ms.us/management-information-systems/ms-student-information-system-(msis)/security-documents or visit our website at www.mde.k12.ms.us , District, MSIS, MSIS Resources, Security Documents, Districts and School User Only Section, MSIS 2 and Oath of Confidentiality. Print, complete each section. Select Federal Programs and under General, select General User and View Student Data. Both forms can be mailed to the address on the form or emailed to mdeapps@mde.k12.ms.us. If faxed, the original signature sheet must be mailed and received **within 10 business days** before the interruption of access.

MSIS Blast is an email used to communicate with school districts regarding MSIS changes and updates. Please subscribe at: http://www.mde.k12.ms.us/management-information-systems/ms-student-information-system-(msis) or visit MDE website Districts, MSIS, MSIS Resources, and Subscribe to MSIS Blast. Complete the screen.

1.3   MSIS Information

Information that is displayed in MSIS regarding a student is submitted from the SAP at the school. The information is sent from the SAP to MSIS with the indicator(s) selected **"Y"** in the SAP.

Federal Programs:
Title I Indicator(s)
LEP/ELL
Homeless
Migrant
Immigrant
Neglected/Delinquent

Getting Started

Accessing MSIS

Please visit the Mississippi Department of Education website: www.mde.k12.ms.us

Place the arrow on the District Tab – a black box will appear - scroll down and select MSIS.
This will take you directly to the MSIS web page or visit http://www.mde.k12.ms.us/management-information-systems/ms-student-information-system-(msis) .

On the left side of the page under the Applications click MSIS Log-on.

The login page will appear.

This information is sent to the user in an email titled: **Welcome to MSIS**

Please enter the **username**
Please enter the **password**
Please enter the **database: msis**
    Do not use capital letters or numbers when creating a password.

Upon logging in, this screen appears.
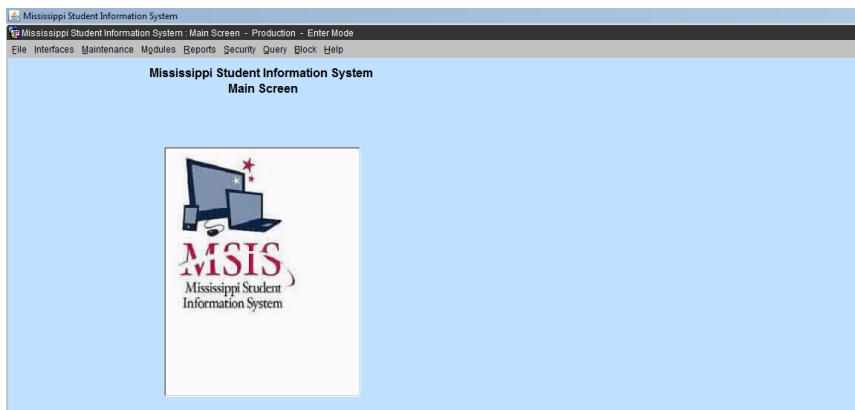
NOTE: Do not open multiple MSIS screens at one time – *known as Stacking* - this will lock or slow down the computer or possibly disable functions on other screens.

Federal Programs Personnel

The federal programs director provides accurate information on salaried personnel to the MSIS Primary or designated MSIS personnel employee to input employees paid with title program funds into the SAP and MSIS.
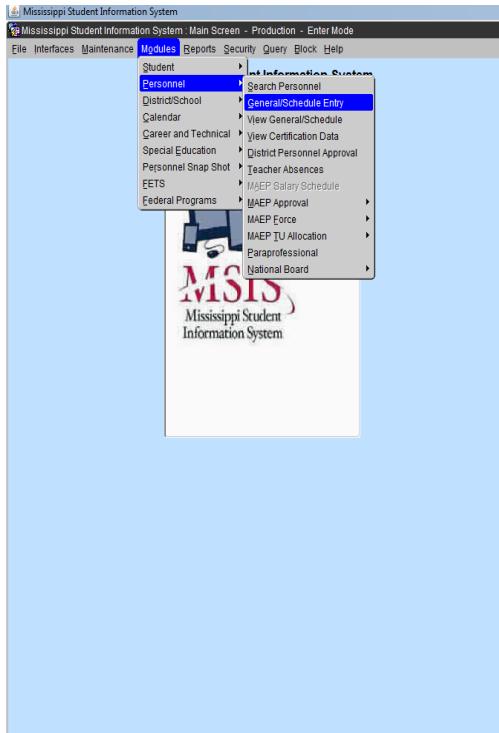
Federal Personnel

Federal personnel must be marked appropriately in MSIS.

   a. Select only course code(s) in which staff is properly certified.
       If not a licensed staff, please select the proper course code for the duties performed.

   b. Select only the special program code assigned to the course code.
       Special program code is the number assigned to a course code for salaries of employees.
       i. Title 1 Special Program Code "1"
       ii. Other Title special program code "9"

   c. Reserved Field Code (SW):
       Title 1 Schoolwide

       Use **SW** code in the Reserved field when a School-wide Program is approved for Title I funding and a course is being taught that will not allow a "1" for Title I funding.
       Never put both a "1" and "SW" in the same period.

USDoE requires the data reported to answer the following questions:
   • Which subject area teachers and paraprofessionals are paid by what federal program?
   • Are teachers and paraprofessionals paid by federal funds meeting the Highly Qualified requirement?

The data is being captured in a data warehouse, where the information will be available to the public, and increase transparency in government programs and spending.

Best practice recommends: Keep a copy of the personnel report for federal funded staff for unscheduled audits and future monitoring.

For a copy of the MSIS Personnel Manuals: http://www.mde.k12.ms.us/management-information-systems/ms-student-information-system-(msis)/for-personnel or visit the MSIS website, MSIS Resources, select Personnel and the Manuals are posted in blue.

NOTE: All district personnel must be entered in MSIS Personnel and approved **on or before September 30.**
Employee entries and edits are allowed **until December 10 - MSIS Personnel CLOSED.**

Course Work Area Codes Report

A Course Work Area Codes Report must be used in selecting the proper course codes for a federal program employment title. The report may be printed and/or saved to the desktop for future reference.

Enter **MSIS, Reports, District, Course Work Area Codes**

Note: Report appears in PDF. If the report does not appear – Turn off Pop-Up-Blocker or click Allow Pop ups from this site.

		2013-2014 Course / Work Area Codes Report				MSIS

November 4, 2013
Monday, 02:54 PM

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Course	Course Title	Endorsements	Carnegie	Special	CIP

District Office

All Grades

801045	21ST CENTURY GRANT SITE COORDINATOR	486 - 489	000	0, 9	
	A licensed administrator who coordinates and supervises the 21st Century Grant program.				
751001	ACCOUNTANT/BOOKKEEPER	NONE	000	0, 1, 9	
	Responsible for keeping an accurate account of income and expenditures.				
701001	ADULT EDUCATION TEACHER	Valid License	000	0, 1, 9	
	A person who teaches an adult education class during the regular school day.				
801041	ASSISTANT COORDINATOR SPECIAL GRANTS	NONE	000	0, 9	
511027	ASSISTANT DIRECTOR OF TRANSPORTATION	NONE	000	0	
511031	ASSISTANT DIRECTOR PERSONNEL	NONE	000	0	
511007	ASSISTANT DIRECTOR- CTE PROGRAMS	430, 480, 486, 494	000	0, 2	000112
	Assists the director in administration of vocational programs of the district.				
511005	ASSISTANT DIRECTOR- FEDERAL PROGRAMS	486, 487, 487 & 488, 488, 489, 494	000	0, 1, 9	000112
	Assists the director in administration of federal programs.				
751031	ASSISTANT DIRECTOR- FOOD SERVICE	NONE	000	0, 9	
	Assist the food service director in implementing the food service program in the district.				
751039	ASSISTANT DORMITORY SUPERVISOR	NONE	000	0, 9	
	Assists the supervisor of dormitories in carrying out position responsibilities.				
131002	ASSISTANT SPECIAL EDUCATION SUPERVISOR	202, 205, 206, 208, 210 - 213, 215, 216, 218, 220 - 224, 451, 494	000	0, 9	
	Assists in the administration of the special education program in the district.				

* Added in 2013-2014

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Description:

Current School year – The manual is updated every school year and the previous year manual is no longer available via MSIS. The report displays active course codes for the school year.

District Office – is the work area in the district in which the course is assigned in MSIS

Course – code attached to a job title at every level of the district

All Grades – identified grade level assigned to a course code. This may also indicate a particular area at the school level.

Course Title – job title with or without brief qualifications listed

Endorsements – a code of certification required to obtain particular employment.
Note: Various licensed positions require two or more endorsements to occupy the job title.
The **& (and)** symbol that separates the endorsement codes defines that the employee must be certified with both endorsements listed with the course code.
e.g. 486 & 488

Carnegie - The number of units assigned to a subject area course code. The units assigned are based on the subject area course being taught at a minimum of 9 weeks up to a full academic school year.

Special - the program code(s) from which the salary is paid for each course code.

CIP (Classification of Instructional Programs) – code developed by USDoE to track Career and Technical Education programs on a national level. This code is only used with CTE course codes.

Once federal personnel has been selected and entered in MSIS, request a copy of the **Accreditation Edit Report** from the MSIS Personnel designee assigned in the district. This report will indicate any errors that exist with federal personnel per course code.

Verifying Course Codes

Enter *MSIS, Maintenance, Course Code*
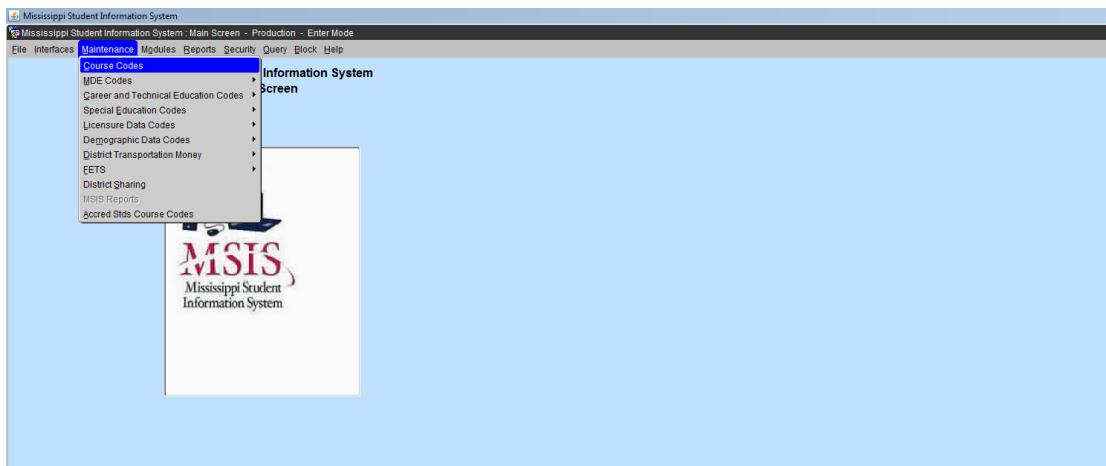
Scroll to find the desired course code or course name or click the flashlight to clear the screen. Enter the course code number and click the flashlight or tab to the right to enter the first three letters of the course name with the percent sign (%) and click the flashlight. The information will appear.
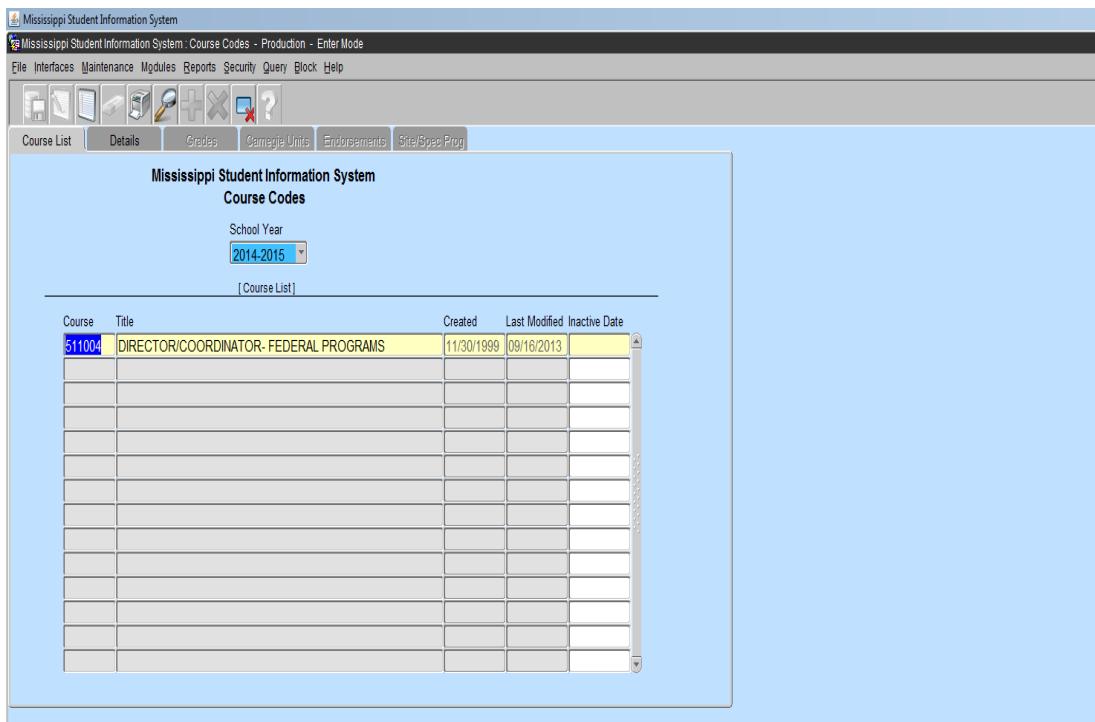
After selecting a course code - **Click the Details Tab** – all other tabs appear in black

Each tab provides information about the selected course code

Each tab listed provides information pertaining to the selected course code. Please click each tab to view the information before assigning the course code to an employee. The **employee must be licensed** in the assigned endorsements selected on the endorsements screen. If an employee **is not licensed** in the endorsement(s) assigned to the course code, it will result in a error on the Accreditation Edit Report.

Any errors that exist on the report must be corrected **before** December 10 or it will result in a violation of an Accreditation Standard. The error(s) will be addressed via letter acknowledging the district error(s). If not corrected by the date assigned on the letter, the district is subject to a possbile downgrade in its accreditation standards.
Please contact the Office of Accreditation for more information.

Verifying Endorsement Area Codes

Enter MSIS, Maintenance, MDE Codes, Endorsement Area Codes
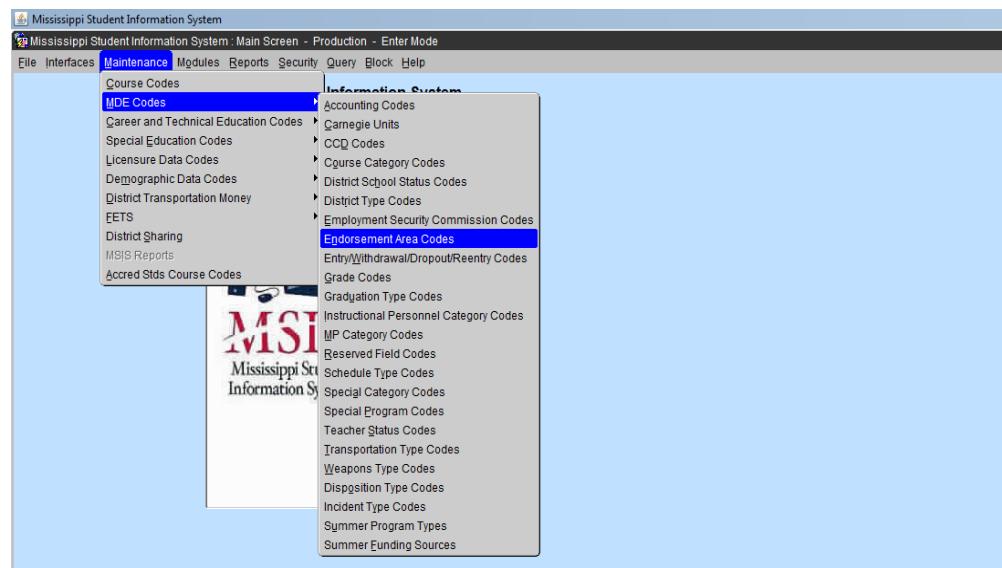
The screen will appear with all endorsement area codes assigned by the Office of Educator Licensure.

Course codes <u>may or may not</u> have endorsement area code assigned. The potential employee must have the proper endorsement codes listed on a **valid** MS issued educators license before obtaining employment in the district and/or school.

Detailed information about the endorsement area code is located in the course code section in MSIS.

Personnel Reports

Enter MSIS, Reports, Personnel Data, **Detailed Personel Listing**

This report provides limited details of the employees in the district.

MSIS, Reports, Personnel Data, **General Schedule Listing**

This report provides accurate detailing of an employee. It displays location (school number), term and period, minutes, course codes assigned to the employee, grade level, number of students along with Carnegie unit(class credits) and special program code (salary payment). It also lists other course codes that are non-teaching codes assigned to the employee.

Special Program Codes

Enter MSIS, Maintenance, MDE Codes, Special Program Codes
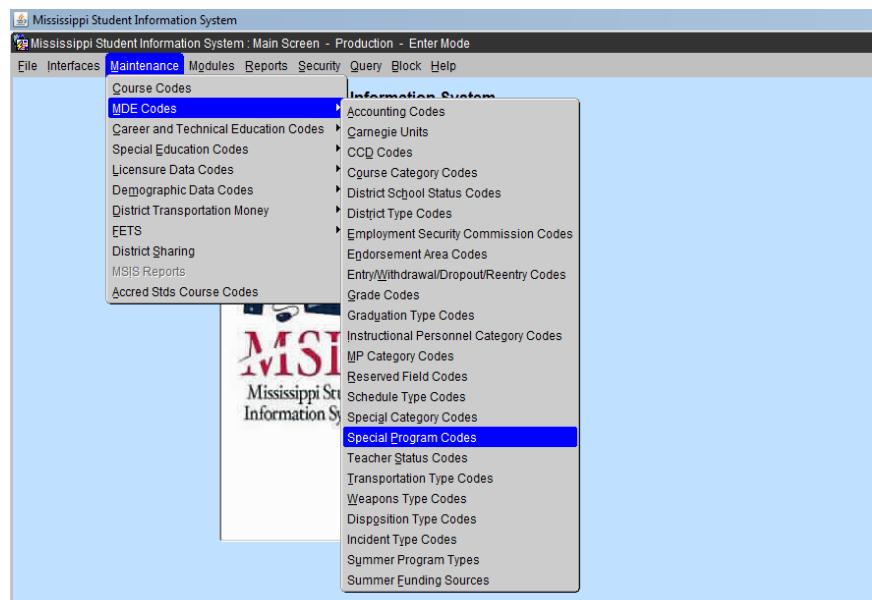
The special program codes are used to determine the salary payment method for a course code assigned to personnel employed at the district and school level.
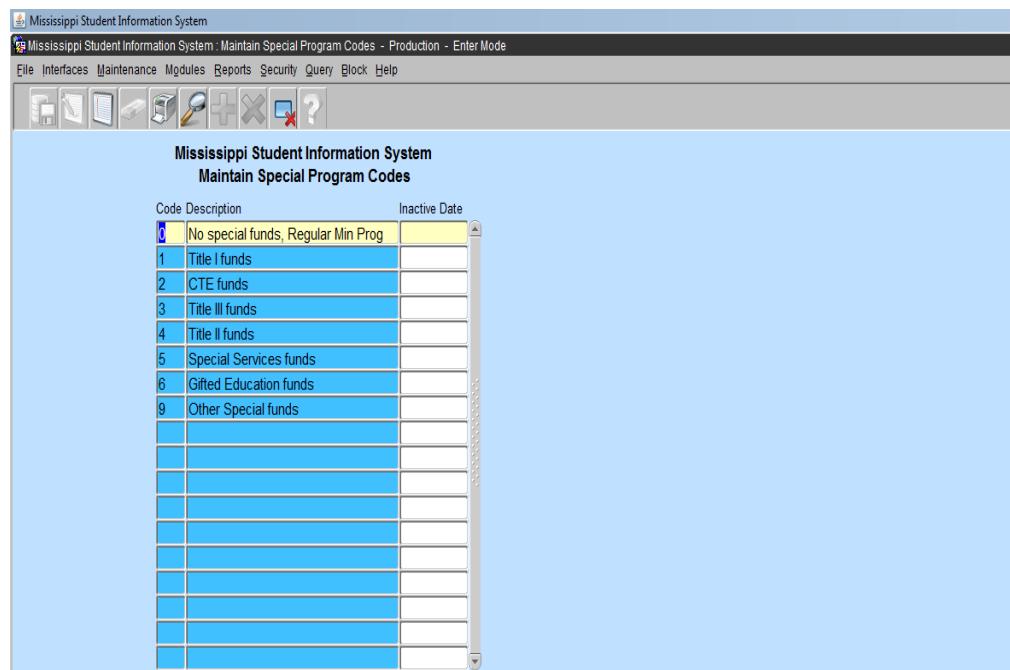
Special Program Codes (cont'd)

Title I Funds (1) are used to pay the salaries of teachers and paraprofessionals <u>must</u> be used primarily for direct instructional services for students. Teachers and/or assistants (paraprofessionals) should be appropriate designated according to subject areas (reading /writing/math, ESL–Language Instruction Program, etc.) with specific position titles listed. Ensure that Title I staff provide direct, but supplemental, instructional services for students. Staff should only appear for academic areas, not physical education. However, a parent liaison or parent coordinator may be funded.

Title II Funds (4) are used to pay the salaries of highly qualified teachers for the purpose of reducing class size. In addition, as reasonable and necessary, Title II, Part A funds may be used to pay for substitute teachers if, and only if, (a) those regular classroom teachers they are replacing were hired with Title II, Part A funds to reduce class size, or (b) the teachers are participating in Title II-funded "programs and activities that are designed to improve the quality of the teacher force, such as…innovative professional development programs…" [Section 2123(a)(5)(A)]. LEA's also must ensure that the hiring of these substitutes supplements, and does not supplant, the use of local and State funds they would otherwise be spending for such substitutes.

Title III Funds (3) are used: (1) To pay the salaries of before and after school tutors and academic assistance. **(2)** To employ bilingual/ESL coaches whose role is to acquire scientific-based research practices, provide professional development, mentor and coach teachers who are working directly with ELLs. The funds can be used to provide stipends to teachers to assist them in completing and obtaining bilingual/ESL endorsements. Support for personnel, including paraprofessionals who have been specifically trained, or are being trained, to provide services to immigrant children and youth. Title III funds may NOT be used to pick up a cost that was previously funded by general funds **and may NOT supplant** any other federal, state or local expenses.

Other Special Funds (9) are used to pay salaries: Please refer to the specific federal programs (i.e., special education, 21st Century, etc.) guidelines to ensure that funding of teachers and paraprofessionals is an allowable expense.

School Indicators

ALL SCHOOLS must be properly identified before the submission of Month 1 Monthly Student Data (MSD) file on or before **September 30**.

Enter MSIS, Modules, District/School, School Demographics

The currently employed school district will appear in a box in the District tab.
STOP – if this box is blank or the information of a previous employed district appears. Contact the district MSIS Primary immediately.

Under the **School** tab, select a school in the district. Click the **Demographics** tab.
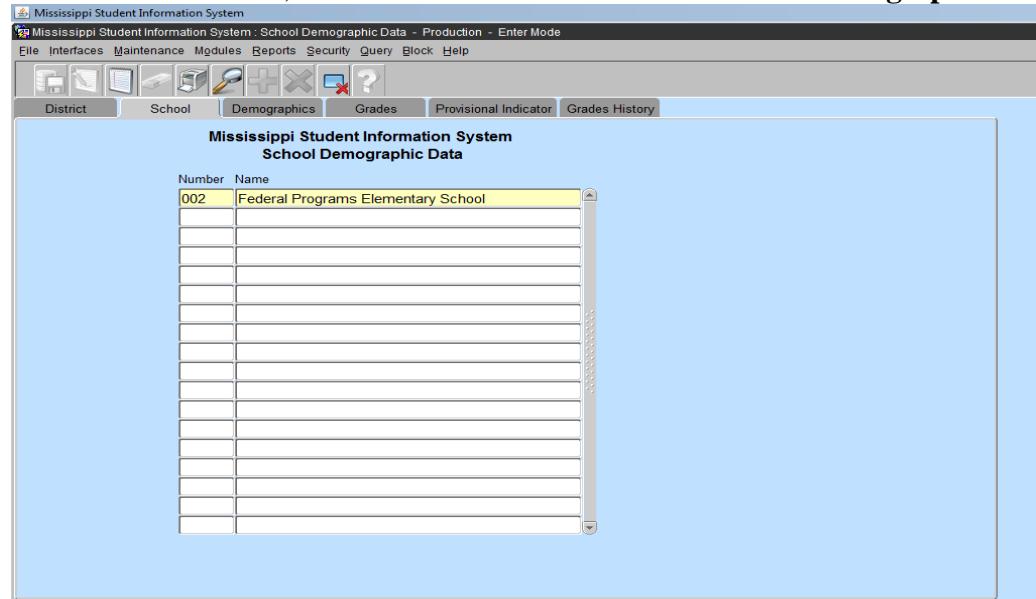
When the screen appears, at the bottom of the screen, select **Indicators** tab.

School Indicators are **Title I Schoolwide**, **Title I Targeted** and **Title I SW Migrant** (must be "N").
Whichever applies to the school selected it must display a **"Y"** or **"N"** in the box.
Note: Both boxes **must not** display a "Y".

Click **SAVE** - yellow diskette   Exit the screen – click **FILE, Exit**

Student Indicators

ALL STUDENTS must be properly identified in the SAP before the submission of Month 1, Monthly Student Data (MSD) file on or before **September 30**.

Enter MSIS, Student, View Student Data
Student indicators are selected with a **"Y"** or **"N"** in the SAP. This is displayed in the View Student Data screen, Details tab.

Please refer to the **previous school year roster** of students identified and reported in a particular federal program.

New students that qualify begin with the student indicator in the SAP changed to **"Y"** **BEFORE** the submission of monthly student data that is submitted at the school level and approved by the district. The students will populate into the federal program screens and on reports **AFTER** the submission of monthly student data submission and approval at the district.

If a student no longer qualifies for the program, print and provide a copy of the roster with each student identified to the school in which the student is enrolled and request to change the indicator to **"N"** in the SAP. This must be done **BEFORE** the submission of all monthly student data files that are submitted at the school level and approved at the district level.

Once the indicator has been set to "N" the student screen will display the selection. When a student has been identified for a particular reason such as withdrawn, misidentified or a dropout, the student will not be counted for the entire month of the data submission. You **cannot remove** a student from the screen or the report.

Note: Schoolwide – all students enrolled receive Title I services. Targeted Assistance refers to particular students receiving the required services as identified according to the targeted assistance definition. **Only** students receiving service(s) indicator must be selected to "Y".
Please refer to the definition of Targeted Assistance schools in the glossary to properly identify the students that qualify for the services.

Student Indicator Report
Enter MSIS, Reports, Student Data, Holding Area, Student Indicators

Check an indicator or all indicators
Note: A student can have more than one indicator selected to "Y", if they qualify for the services. *e.g.* A student can be an Immigrant, SPED, Homeless and LEP.


Click **Run Report**

Note: If a school in the district has been identified as Title I Schoolwide the number of students produced on this report is the total submitted to MSIS from the SAP at the school level. This report is created **after** the district has approved the MSD file submission. This report gives the total number of students enrolled and reported on a monthly basis. This **IS** extremely important for Month 1.

Note: Report appears in PDF. If the report does not appear – Turn off Pop-Up-Blocker or Allow Pop-ups from this site.

Homeless

Select Modules, Federal Programs, Homeless
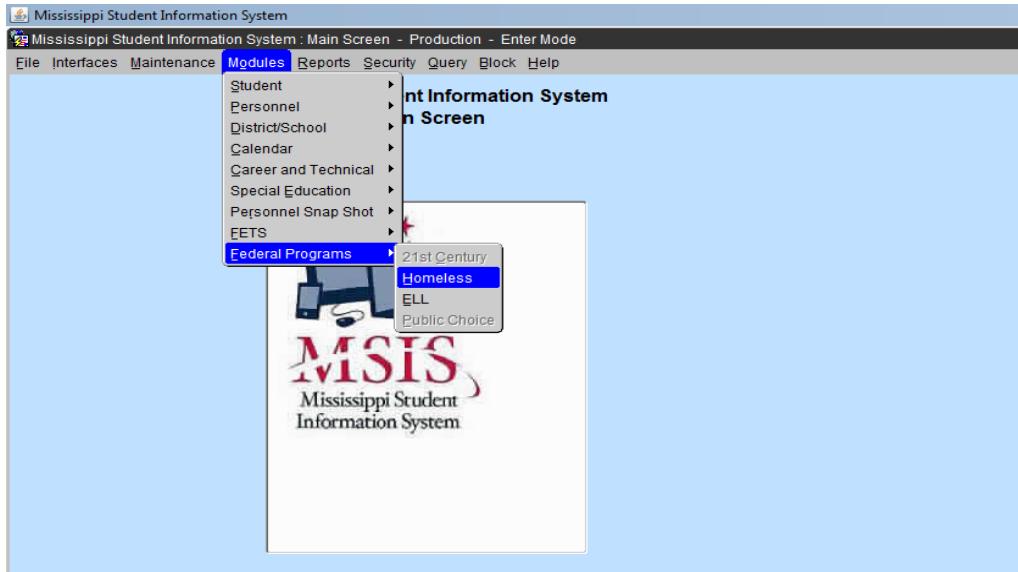
A Homeless Student is a student: who lack a fixed, regular, and adequate nighttime residence.

a. Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

b. Children and youth who have a primary nighttime *residence* that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

c. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

d. Migratory children (as defined in section 1309 of the Elementary and Secondary Education Act of 1965, as amended) who qualify as homeless because they are living in circumstances described in this definition.

Unaccompanied youth includes a youth not in the physical custody of a parent or guardian.

Select Modules, Federal Programs, Homeless

The school district in which you are currently employed will appear in a box in the District tab.
STOP – if this box is blank or the information of a previous employed district appears. Contact the district MSIS Primary immediately.

School district number and name identifier

Contact Information Tab

Please complete all sections of this screen. Click SAVE -
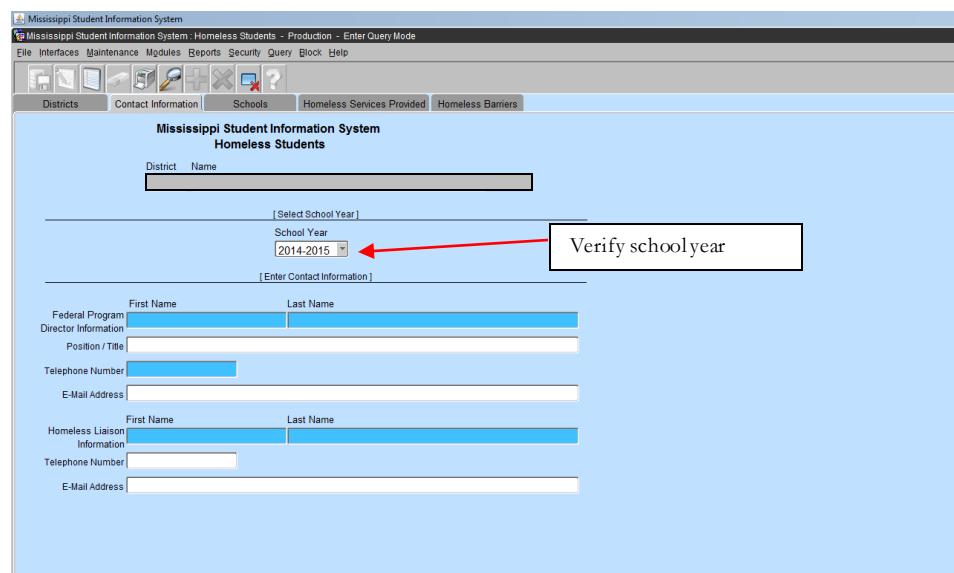
Verify school year

School Tab

This tab displays all schools in the district. The <mark>yellow highlight</mark> indicates the school being selected.
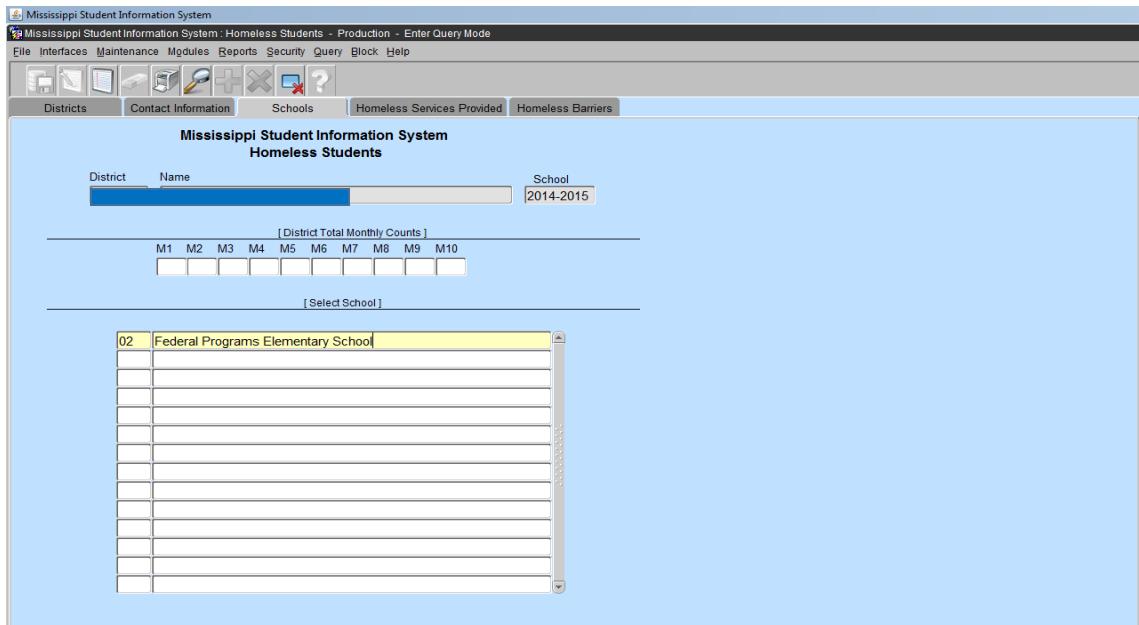
District Total Monthly Counts - are the number of students identified monthly in the SAP in the entire district as Homeless. Each qualifying student Homeless indicator in the SAP must be checked **"Y"** in the SAP.

The student counts are sent to MSIS from the SAP **after** the approval of the district MSD file has been submitted to MDE.

The data sent from the SAP produces a student roster that populates each student's information on the **Homeless Services Provided** and **Homeless Barriers** tab.

Homeless Services Tab

The indicator in the SAP is selected as "Y" and the student's information populates on this screen **AFTER** the district has approved the MSD file sent to MDE.

Select a service as it pertains to the student. Click SAVE -

Homeless Barrier Tab

MANDATORY - All students must have a Living Condition selected – if they qualify as Homeless. A student can deny services but qualify as Homeless due to living conditions. If a student has been **misidentified** – make no selections next to their name.
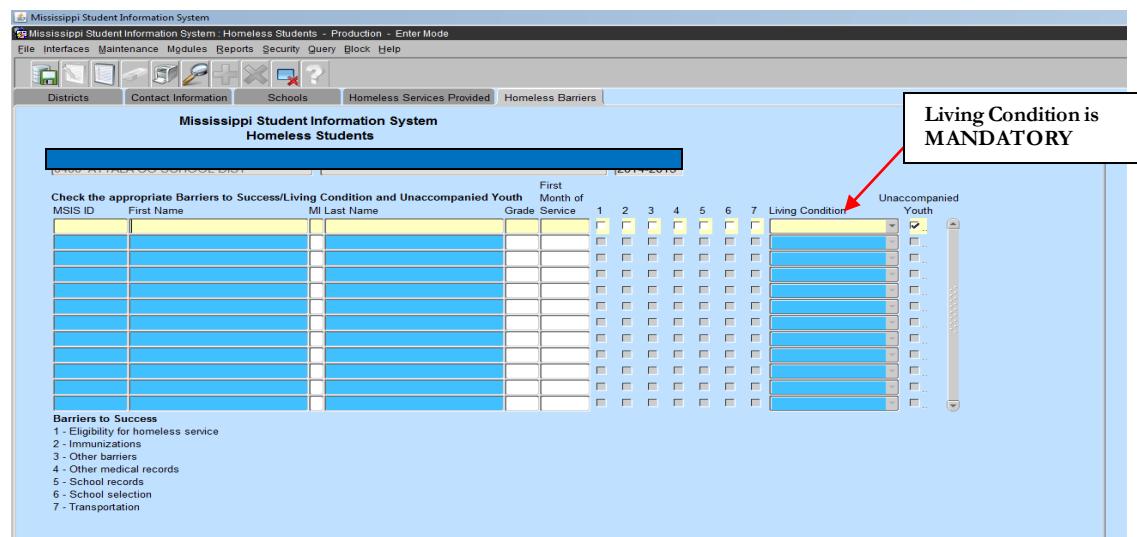
Please view **MONTHLY** to update student services if any changes have occurred or make the proper selections for new students that have been added from the SAP. Click SAVE - Exit the screen – click **FILE then Exit**

Homeless Report #1

Enter MSIS, Reports, Federal Programs, Homeless
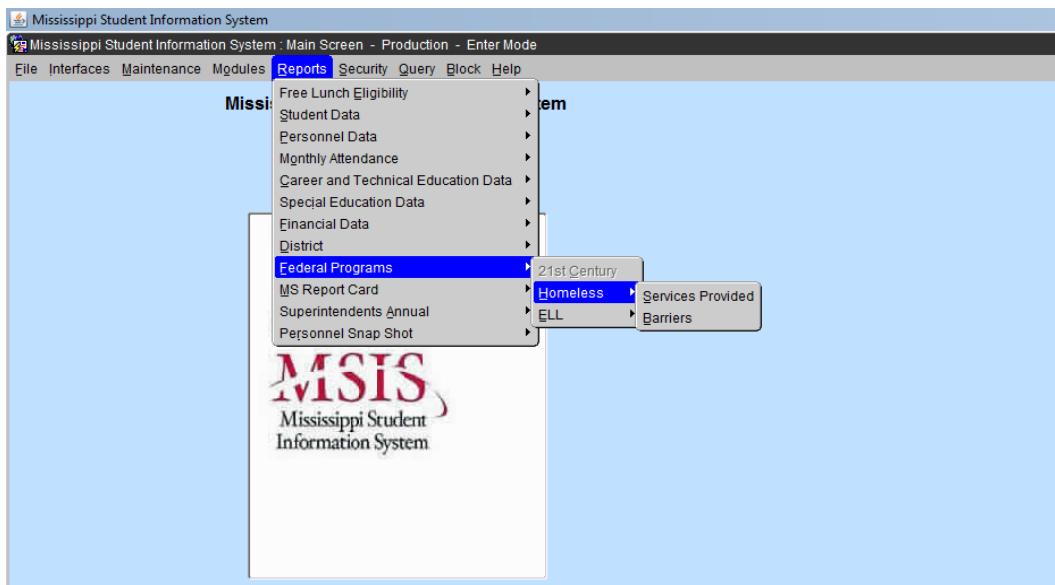
View the district and then select a school or check All Schools - click OK

OR –select All Schools to receive a report of all Homeless students in a selected school or the district

The report will produce **ONLY** if a selection is made on the MSIS, Homeless Services and/or Barriers screen next to a student's name. If no selection is made on the MSIS, Homeless Services and/or Barriers screen, the report will appear blank.
Note: Report appears in PDF. If the report does not appear – Turn off Pop-Up-Blocker

Homeless Report #2

Enter MSIS, Reports, Student Data, Student Indicators
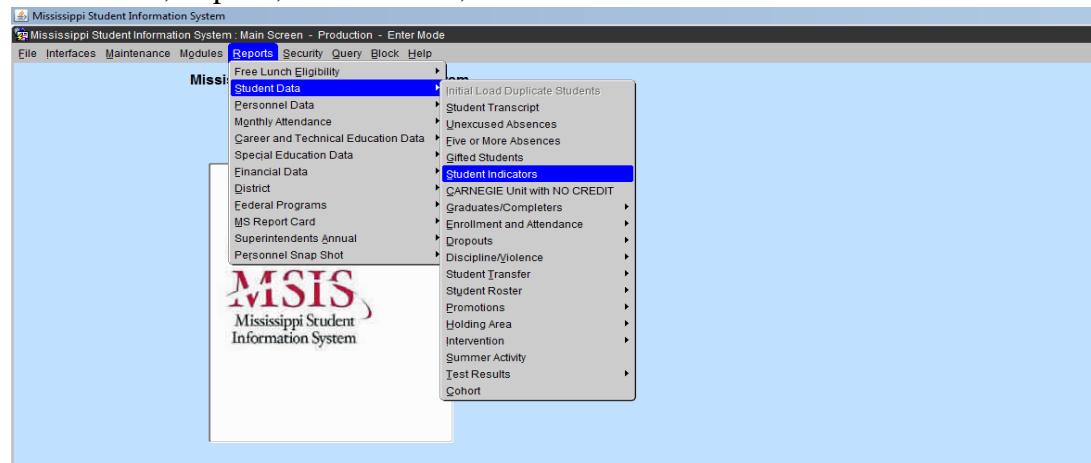
Select a school or check All Schools, check the **TitleIhome** indicator
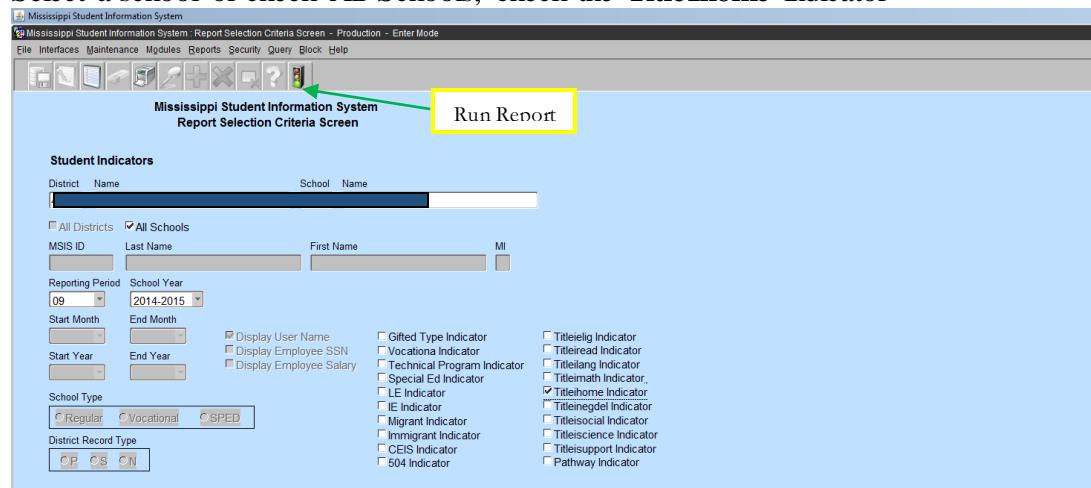
Reporting Period is MSD file month. The month can be changed to a previous reporting month and the school year can be changed to a previous school year. **Run Report**

Note: Report appears in PDF. If the report does not appear – Turn off Pop-Up-Blocker
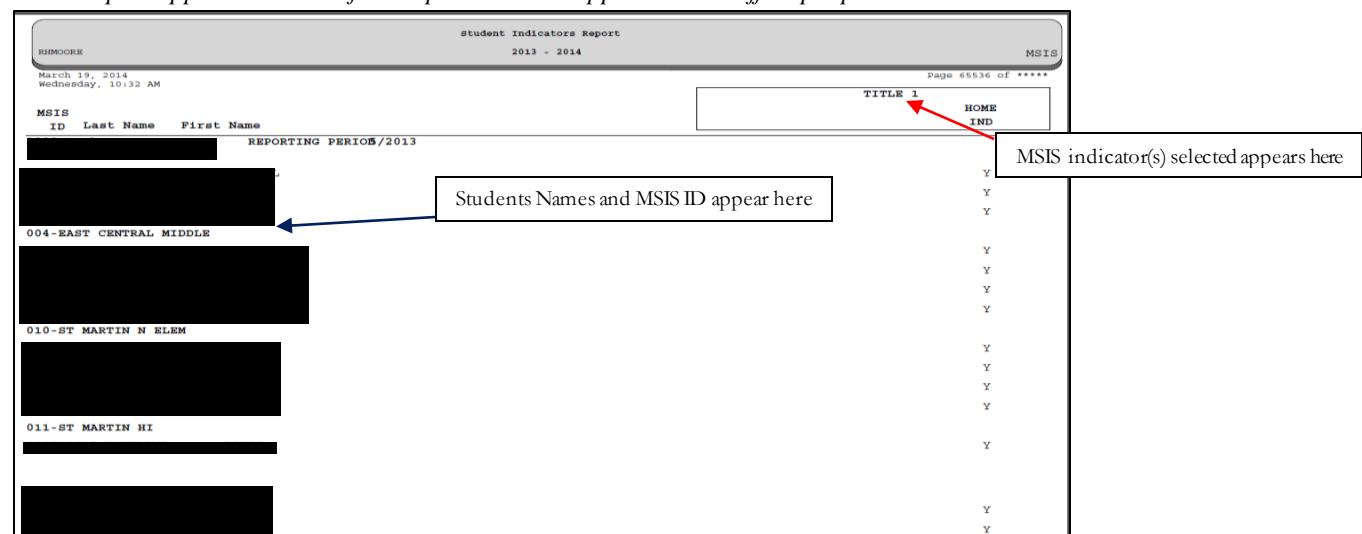
Limited English Proficient/English Language Learner

Enter MSIS, Modules, Federal Programs, ELL
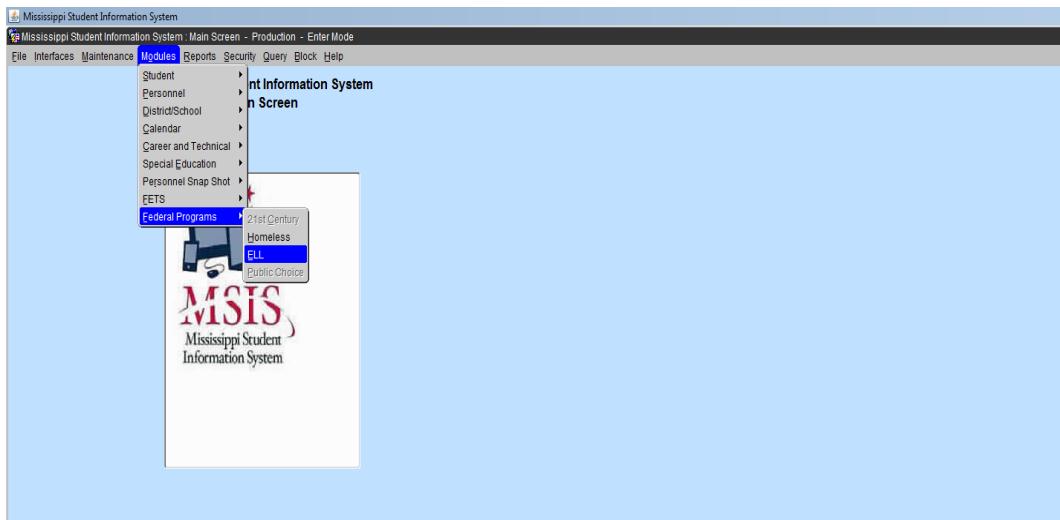
Title III, Part A

A Limited English Proficient/English Language Learner is one:

- who is ages 3 through 21;
- who is enrolled or preparing to enroll in an elementary school or secondary school;
- who was not born in the United States or whose native language is a language other than English;
- who is a Native American or Alaska Native, or a native resident of the outlying areas; and
- who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or
- who is migratory, whose native language is a language other than English, and
- who comes from an environment where a language other than English is dominant; and whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual - the ability to meet the State's proficient level of achievement on State assessments described in *Section 1111(b)(3)*; with the ability to successfully achieve in classrooms where the language of instruction is English; or the opportunity to participate fully in society.

Contact Information Tab

Please complete all information on this screen. Click SAVE -
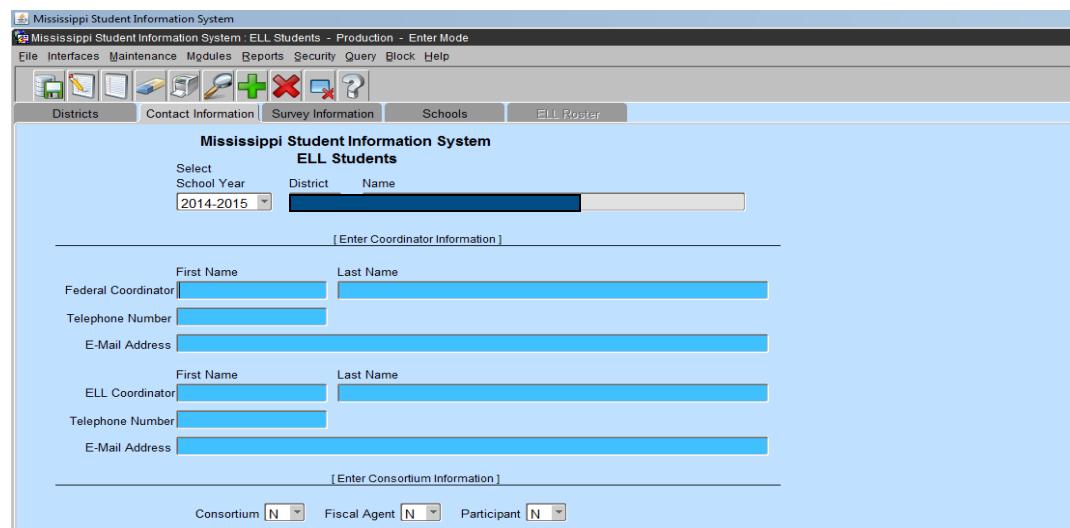
Survey Information Screen

Please complete all sections of this screen as it applies to the district. Click SAVE -

School Tab

Please select a school in the district

ELL Roster Tab

The screen will display students that have been identified in the SAP with a "Y" as LE and were submitted in the monthly student data for the district. The students will appear on the screen **AFTER** the district data was approved for the reporting month.

Each area next to the students name <u>must be completed</u> by the Federal Program Director and properly updated as needed. Please view this screen for any new students and make the selections. **MONTHLY**. Click **SAVE** -

Note: You **cannot remove** a student from this screen. If student has been misidentified immediately contact the school in which the student is enrolled and change the LE indicator to "N". Please leave all areas next to the students name blank on this screen. This will indicate a misidentification and the student will not be reported as LEP/ELL.

ELL Roster Tab – cont'd

First Month of Service
The reporting month of the school year in which the data was submitted to MSIS.

Language
The native language at birth or most commonly spoken in the home. **If a language spoken is not on the drop down, please select the standard language of the home country.**

Service Status
Monitored – An ELL student who was receiving services but has <u>officially</u> exited the program based upon the exit criteria in the ELL Guidelines.

Served - A student that has indicated that English is a Second Language on the Home Language Survey.

Years – Years served in the district as LEP identified only.
If student has been identified as Monitored - **Select 1 or 2 years,** *ONLY.*

Tier - choose the students tier as one of the following:
A – is most appropriate for English language learners who:
   have arrived in the United States or entered the United States in the current academic year without previous instruction in English or currently received literacy instruction ONLY in their native language or test at the lowest level of language proficiency.

B – is most appropriate for English language learners who:
   have social language proficiency and some, but not extensive academic language proficiency in English or have acquired some literacy in English, though have not yet reached grade level literacy.

C – is most appropriate for English language learners who:
   are approaching grade level in literacy and academic language proficiency in the core content areas or will likely meet the state's exit criteria for support services by the end of the academic year.

T – Alternate ACCESS for ELLs is an assessment of English language proficiency (ELP) for students in grades 1-12 who are classified as English language learners (ELLs) and have significant cognitive disabilities that prevent their meaningful participation in the ACCESS for ELLs assessment.

K – Kindergarten students (not eligible to exit an ELL program).

Include for English and/or Math – **"Y"** if the student state test scores will be included in the Accountability calculations for the district. **"N"** if the students state test scores will be **NOT** included in the Accountability calculations for the district. **"N"** is selected for Kindergarten and first time test takers (Tier A). Recently arrived students are LEP identified who have attended schools in the United States (not including Puerto Rico) for **less than 12 months**. Any EL student whose scores are excluded will have his/her score invalidated in the Accountability calculations. Therefore, the score **will NOT be used** the following year as a baseline for any growth calculations.   **EL's are not exempt from testing.**

Limited English Proficient/English Language Learner - Report #1

Enter MSIS, Reports, Federal Program, ELL, Student Roster/Pre-IDS

Run Report
   Note: Report appears in PDF. If the report does not appear – Turn off Pop-Up-Blocker

**Student ELL Roster Report**

RHMOORE   2013 - 2014   MSIS

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Federal Coordinator: **ELL Coordinator:**

MSIS ID	Student Name	First Month Service	Grade	Language	Service Status	Year	Tier	Include English	Include Math
		1	02					N	N
		1	05					N	N
		1	03	SPANISH	MONITORED	3	B	Y	Y
		1	05	SPANISH	SERVED	4	B	Y	Y
		1	03	SPANISH	SERVED	3	B	Y	Y
		1	02	SPANISH	SERVED	2	A	Y	Y
		1	04	SPANISH	SERVED	3	B	Y	Y
		1	01	SPANISH	SERVED	2	A	Y	Y
		1	03	SPANISH	MONITORED	3	B	Y	Y
		1	02	SPANISH	SERVED	1	A	Y	Y

The students will appear on the report that have the indicator set as "Y" in the SAP. This is submitted in the monthly student data for the district. The report will produce **ONLY** if a selection is made on the MSIS, ELL Roster screen next to a student's name. If no selection is made on the MSIS, ELL Roster screen, the report will appear blank.

Once the schools have submitted the MSD file and received a Success from MDE and the district approves the data, all students must be verified in MSIS **BEFORE** the next reporting period begins.

## Limited English Proficient/English Language Learner - Report #2
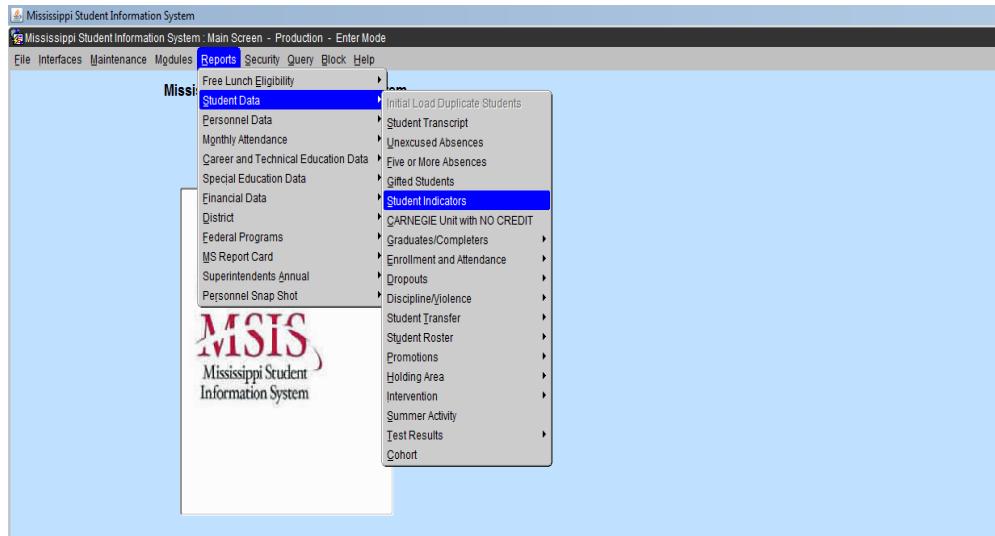
MSIS, Reports, Student Data, Student Indicators, select the **LE Indicator**, Run Report
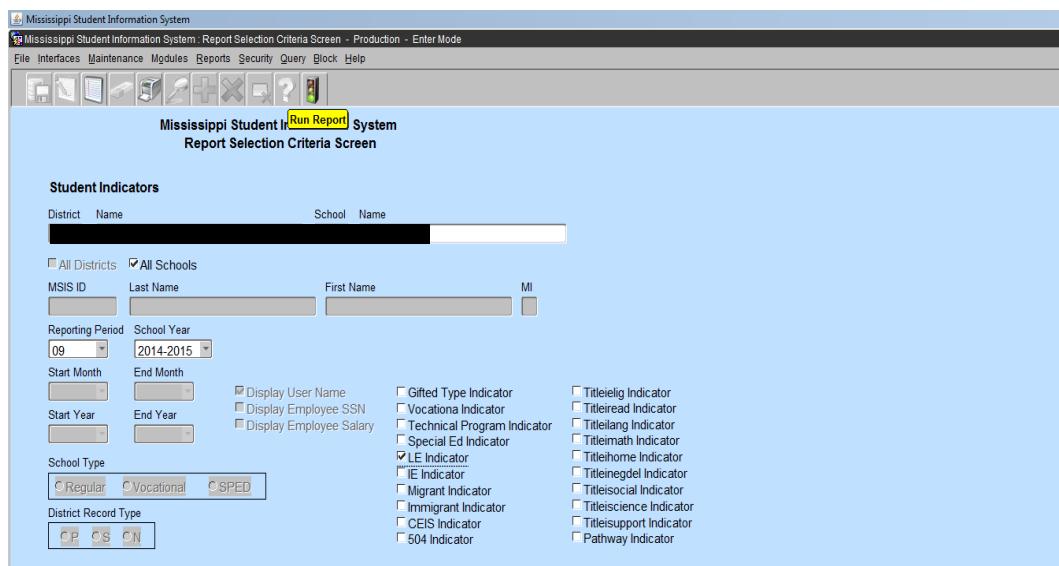
This s a streamlined report listing students that have a LE indicator of **"Y"** in the SAP.
You are able to select the monthly reporting month during the current school year to view your students.
You may make as many selections desired to view students with indicators of **"Y"** in the SAP that was submitted to MSIS in the monthly reporting.

Note: A student can have more than one indicator selected to "Y", if they qualify for the services. *e.g.* A student can be a Immigrant, Migrant and LE.

The report appears in PDF
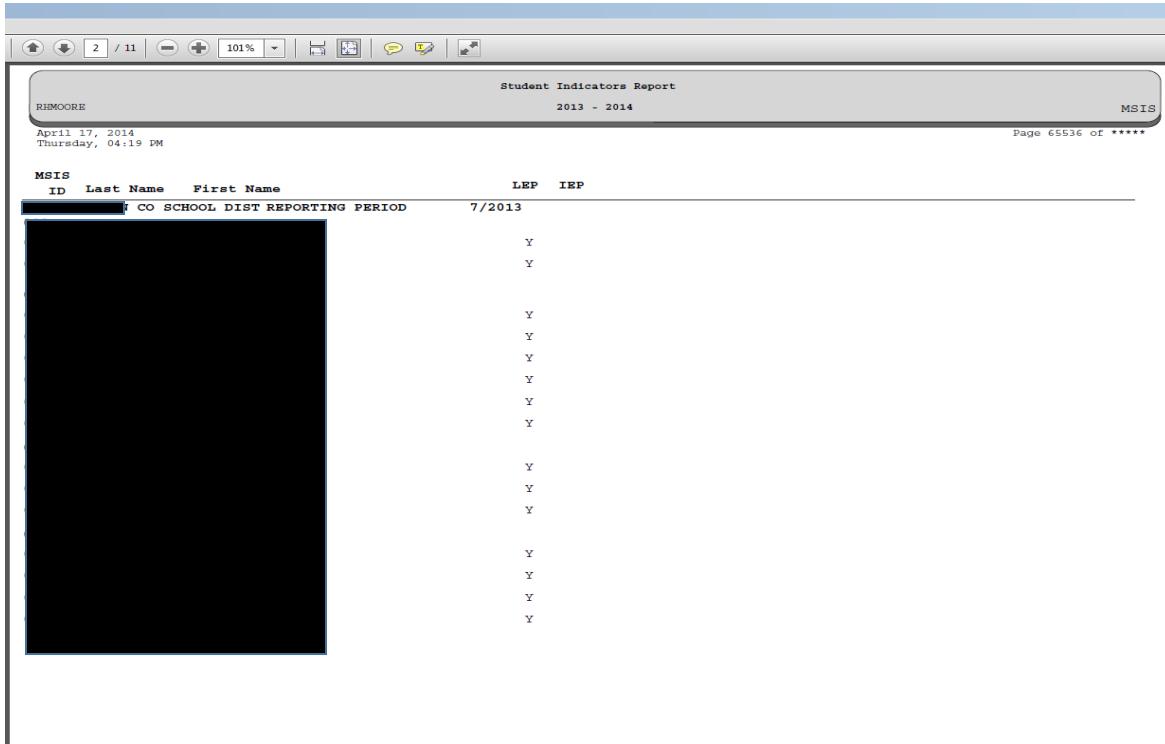
The student indicator is **"Y"** in the SAP and his/her information is displayed on this report for the reporting period at the top of the student list.

Properly identify the students listed. If any students are listed in error, forward a copy to the home school and request a change in the student indicator. This report can be used for corrections before the next reporting period.

Immigrant

The Immigrant student indicator is selected in the SAP as **"Y"**. The indicator must be selected in the SAP **BEFORE** the submission of the monthly student data file to MDE.


Title III, Part A
Section 3301(6) defines Immigrant Children and Youth as individuals who-
- (a) are ages 3 through 21;
- (b) were not born in any state or U.S. territory;
- (c) have not been attending one or more schools in any one or more states for more than three full academic years.
- (d) Once a student has completed **three full** academic school years (MS public, private and homeschool, or any type of out of state school), she/he is no longer identified as Immigrant. *e.g. Academic school year is MS school attendance calendar = **Aug thru May***
  10 months of education is equal a full academic school year regardless of enrollment date minus summer school.

Immigrant Report

MSIS, Reports, Student Data, Student Indicators, select Immigrant Indicator **Run Report**
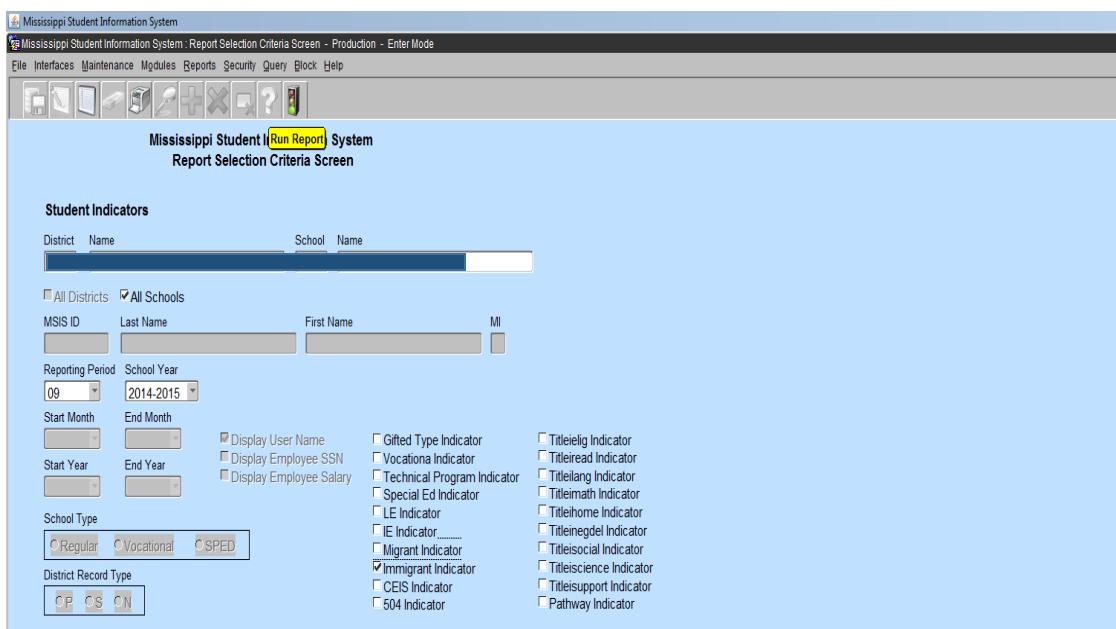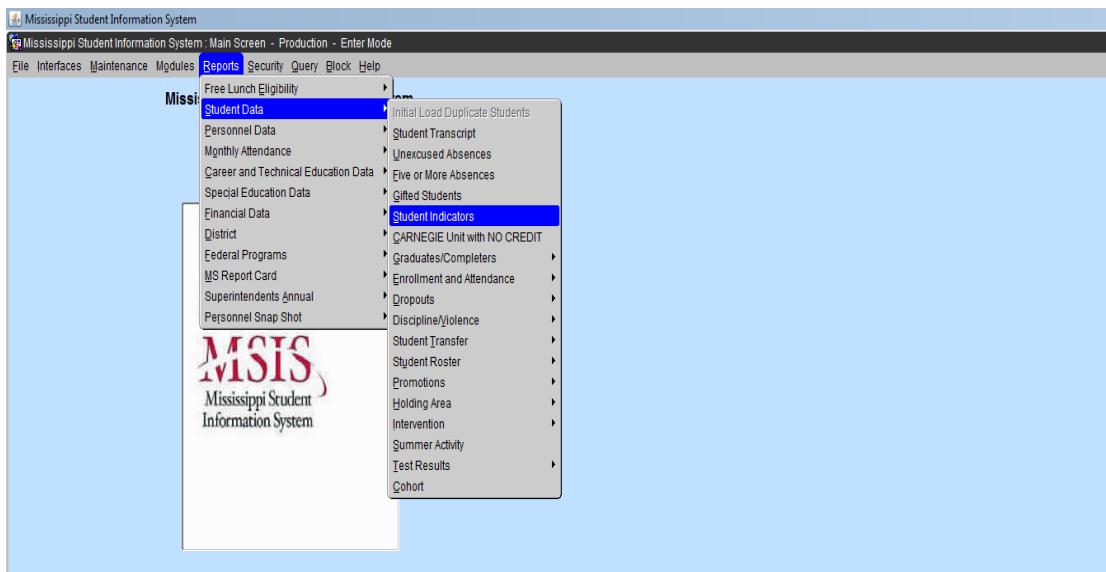
The report appears in PDF. The students with an indicator of "Y" in the SAP will appear on this report.

Migrant

A Migrant indicator is selected in the SAP as "Y".

Student Indicator "Y"

Title I, Part C

A Migrant child is 3-21 years of age and has not graduated from high school or obtained a GED. The child has parent(s), guardian(s), a spouse, or he/she is a migratory agricultural worker or fisher and has moved within the past thirty-six months from one school district to another to obtain work. The move has enabled the child, the child's guardian, spouse, or member of the child's immediate family to obtain temporary or seasonal employment in an agricultural or fishing activity as a principal means of livelihood.

If a student is enrolling in or has enrolled in the district and the district representative identifies the student as a potential migratory child, please contact the MDE, Office of Federal Programs, Branch Director immediately **before** selecting the indicator in the SAP as "Y".

Migrant Report

MSIS, Reports, Student Data, Student Indicators, select Migrant Indicator - Run Report

Report appears in PDF.

MSIS requires only the indicator to be selected to **"Y" AFTER** the student has been identified.

Migrant student data is captured, stored and reported in the MIS2000 database on behalf of the MDE at the Mississippi Migrant Education Service Center (MMESC), Mississippi State University. The system collects and stores Migratory data for the state of Mississippi and over 25 other states. Data collected in MIS2000 is shared with MDE and the U.S. Department of Education, Office of Migrant Education. MIS2000 is owned and operated by Management Services for Education Data (MS/EdD), Little Rock, AR.

Note: You will receive data reports from Ms. Blair Reed/MSU or a MDE/MSIS contact with a list of students that have been identified as migrant in the district. Please follow the instructions to properly identify the students as informed via email or letter. MDE is required to submit a biannual report on migratory students that are being educated in the state to the U.S. Department of Education, Office of Migrant Education.

Neglected or Delinquent

Enter MSIS, Modules, Student, View Student Data

Title I, Part D – Subpart I (SEA) and Subpart II (District)

A Neglected Child as defined in section 1432; 4(A) of SESA:
- Children and youth ages 5-17 who reside in a public or private residential facility other than a foster home, whose operation is to care for children who have been committed to this institution or voluntarily placed there under State law, due to abandonment, neglect or death of parents/guardian.

A Delinquent Child as defined in section 1432; 4(B) of SESA:
Children and youth ages 15-21 who have been placed in a facility because they have been adjudicated to be delinquent or in need of supervision by court orders.

The student indicator is selected in the student package with a **"Y"** at the homeschool.

Note: Once a student has entered a Juvenile Detention Center (JDC) the indicator must be selected to **"Y"** and an incident identifying the student action is created and sent to MSIS within 72 hours. Then it is followed by the disposition of JDC with the duration days of stay at the facility. This information is sent from the homeschool as a Daily Student Data (DSD) file. The indicator must remain checked until the student returns to the homeschool. If a student has served only a weekend in the JDC, please check the indicator immediately and leave selected until the monthly student data file has been accepted at MDE, then request to change the student indicator to **"N"**.

A student must **remain enrolled at the homeschool and marked present everyday** while in the JDC until they return to the homeschool. The student **must be released in MSIS** to the JDC or state approved coordinating facility that request a release of the MSIS ID.

Students **that have been sentenced to an adult correction facility or prison** must be removed from the homeschool enrollment with the appropriate dropout code with supporting court documentation.

Neglected or Delinquent Report #1

Enter MSIS, Reports, Student Data, Student Indicator
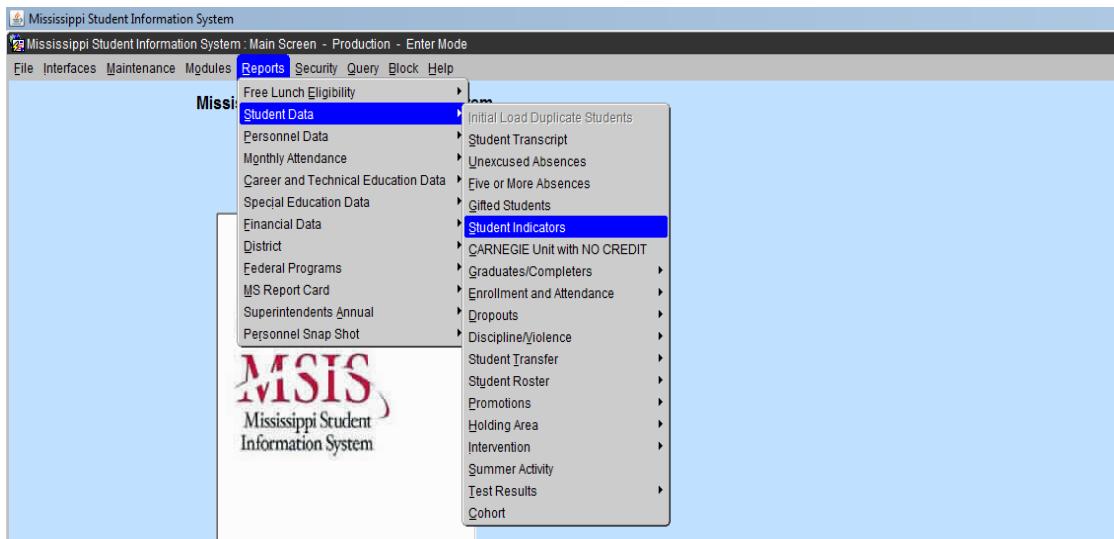
The screen appears to select a reporting month.
The reporting month is a school attendance month, not a calendar month.
Select the **Titleinegdel** Indicator
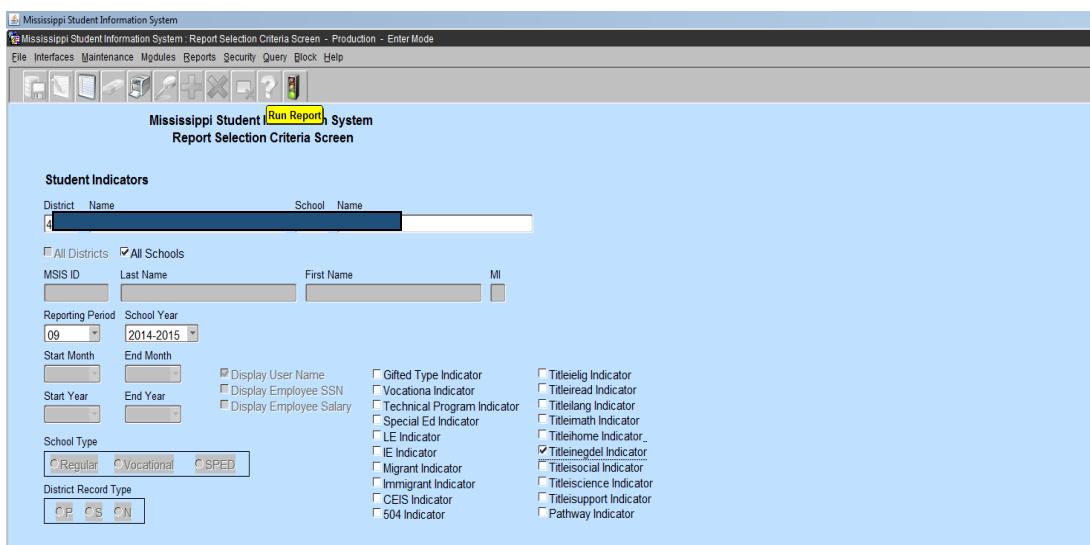
Click the green light – **Run Report**

The report appears in PDF.

The report will list the students names whose indicator was selected as **"Y"** in the student package for the reporting month selected on the screen.

The student will not be listed for a particular reporting month if the indicator is "N" in the SAP during that month.

e.g. Month 2 – student indicator is "Y" = student will appear on the report for Month 2 in MSIS

Month 3 – student indicator has been changed to "N" = student will not appear on the report for Month 3 in MSIS.

This occurs **after** the district has approved the MSD file for the month.

Neglected or Delinquent Report #2

Enter MSIS, Reports, Student Data, Discipline/Violence, Disposition Summary
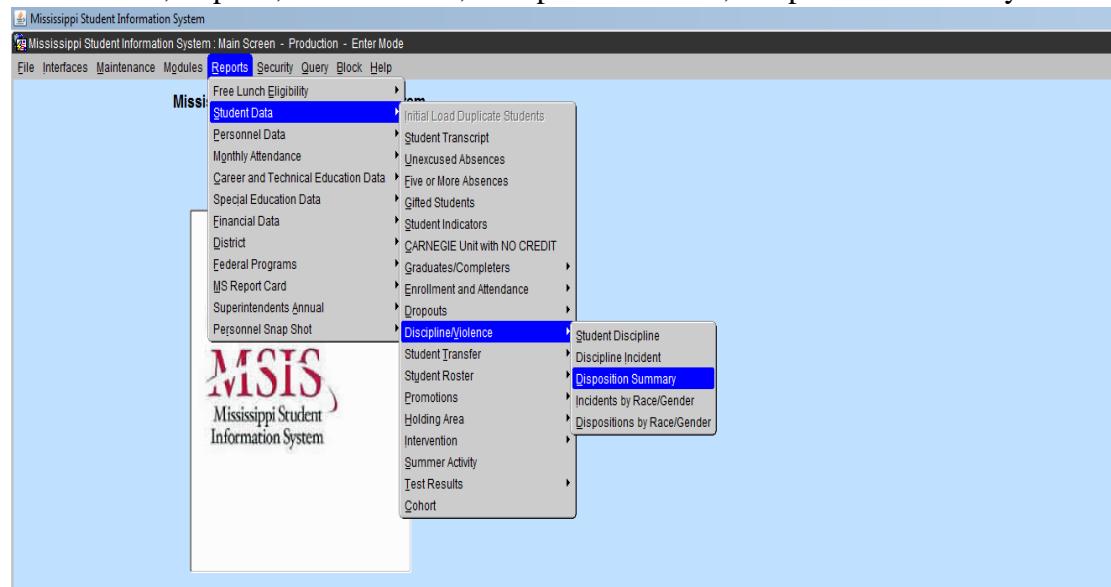
This report will provide a list of students in which all dispositions were sent in a DSD file from the homeschool.

Incident: is the action/crime conducted by the student, on and off campus during the school year

Disposition: the punishment decided upon by the principal/ superintendent/school board to be completed by the student before returning to the classroom.

Click: **Run Report**

Start and End Month is a calendar month **not the** school reporting month.
e.g. **Start Month** 8 =August   **End Month** 5 = May

The report appears in PDF.

The number of dispositions submitted to MDE for that MSIS ID.

```
          22  / 52                100%                                                                   
                            From 08/01/2013   to 05/31/2014
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District                      District Name
School              040       School Name
MSIS ID             Type      Disposition Name                      No.of Dispositions
                    SUS       Suspension                                        1
                    ALSCH     Alternative School                                2
                    ISS       In school suspension                              3
                    SUS       Suspension                                        3
                    SUS       Suspension                                        1
                    ISS       In school suspension                              1
                    ISS       In school suspension                              1
                    ISS       In school suspension                              4
                    JDC41     Juvenile Detention Center - Lee County            1
                    SUS       Suspension                                        2
                    SUS       Suspension                                        1
                    ALSCH     Alternative School                                1
                    SUS       Suspension                                        1
                    ISS       In school suspension                              1
                    ISS       In school suspension                              1
                    SUS       Suspension                                        1
                    ISS       In school suspension                              2
                    ALSCH     Alternative School                                1
                    SUS       Suspension                                        1
                    ISS       In school suspension                              1
                    ALSCH     Alternative School                                1
                    JDC41     Juvenile Detention Center - Lee County            4
                    SUS       Suspension                                        1
                    ALSCH     Alternative School                                1
                    ISS       In school suspension                              5
                    SUS       Suspension                                        5
                    SUS       Suspension                                        1
                    SUS       Suspension                                        2
                    ISS       In school suspension                              1
                    ALSCH     Alternative School                                1
                    ISS       In school suspension                              5
                    JDC41     Juvenile Detention Center - Lee County            1
                    SUS       Suspension                                        5
                    ISS       In school suspension                              9
                    SUS       Suspension                                        4
                    ALSCH     Alternative School                                1
                    ISS       In school suspension                              2
```

This reports list all students that were submitted with a disposition to MDE in daily student data (DSD) file.

Please print a copy of this report on June 1 and file with the district reports. Dispose of report after Month 1 has been submitted and approved for the upcoming new school year.

Federal Programs Report

Multiple student indicators can be selected to produce a report of students with more than one program indicator.

MSIS, Reports, Student Data, Student Indicator, select as many as needed

The report appears in PDF with a "Y" indicator displayed for the program in which the student has been identified.

Note: Students can have more than one indicator selected in the SAP.

Please run all federal program reports on a monthly basis to verify students that are enrolled or receiving services in a particular Title program. This report can be used to correct errors in terms of identifying students receiving or eligible for Title services and/or support.

Special Note: If an enrolled student receiving services from a Title program withdraws, transfers or drops out from the school or district, the student will remain present on the report. You cannot remove the student from the report. This is due to the enrolled and served request from the USDoE in regards to students that must be reported annually in CSPR (USDoE).

Please print and maintain a copy of this report and all federal reports listed previously in this manual until the next monthly data file has been submitted to MDE.

- Print a copy of the reports **After** the submission of **Month 9 (end of school year)** file to **MDE** on or before **June 25.**
- Please maintain copies of each report until **Month 1** of the upcoming **school year** has been **Approved**.
- **MSIS closes July 1 and reopens Aug 1** (dates are subject to change with proper notification). Access to MSIS data from the previous school year will not be accessible or only available in *view mode only*.
- All students listed on each report must be identified by **Month 1, September 30,** each school year in the SAP. Verification of students must be done monthly in MSIS.
- Please subscribe to **MSIS Blast**

MSIS District Timeline

Financial Exchange Transaction System (FETS)
- All district data due no later than October 15th

School Payment System (SPS)
- All district requests due by 12th of every month

Career and Technical Education
- District changes due last week of every month

Child Nutrition
- Districts must submit and correct student lunch data by mid-November
- Batch Processing of student lunch data files (October-November)

Mississippi Student Information Systems (MSIS)
- Personnel data
- Student-level data
- District-level data
- School Board member data
- Federal Programs data

JULY and AUGUST
- Summer School Files (SSD files)
- Initial Student Load Transaction files (ISL files)
- District personnel data (Public, Special, and Non-Public)
- District and school demographics
- Access to ACCRED Live Data Reports
- District must enter Pay Scale in MSIS by the last business day in July
- District Post Graduate Plan data

SEPTEMBER
- Districts must submit SSD files by noon September 30th
- Districts must submit ISL files by noon September 30th
- Any adjustments to graduates and completers and promotions must be updated on the Update Student Grades screen (Update Promotion tab) by September 30th, prior to Month 01 files being sent to MSIS
- Each school must have MSIS IDs and ownership of all students before submitting the Month 01 file
- Districts should start submitting Month 01 MDT and MSD files on September 30th
- Districts must enter and approve personnel data by September 30th
- Beginning September 1st certification update for MSIS is run daily
- Federal Program students (previous and new) *identified* in the SAP **before** monthly file submission
- Federal Program students *verified* in MSIS *after* the monthly file submission

OCTOBER
- Districts must clear Month 01 MSD files by October 15th
- Districts must continue to update personnel data
- Mississippi Adequate Education Program (MAEP) edits are run as districts are approved
- Districts must continue to update personnel data. Districts must approve personnel changes in order for MAEP edits to run at night
- Districts must update Special Education students using Special Education screens
- MAEP edits are run as districts are approved
- Federal Program students (previous and new) *identified* in the SAP *before* monthly file submission
- Federal Program students *verified* in MSIS *after* the monthly file submission

NOVEMBER
- Districts must clear Month 02 MSD files by November 10th
- Districts must continue to update personnel data. Districts must approve personnel changes in order for MAEP edits to run at night
- Districts must update Special Education students using Special Education screens
- MAEP edits are run as districts are approved
- Districts must submit and correct student lunch data by mid-November
- Summer Activity Deadline – 3rd Monday by 12 noon
- Federal Program students (previous and new) *identified* in the SAP *before* monthly file submission
- Federal Program students *verified* in MSIS *after* the monthly file submission

DECEMBER
- MAEP edits are run as districts are approved
- On December 1st only DSD files are processed, all other files are held until the next day for processing
- Snapshot of December 1 Special Education data is taken
- Districts must clear Month 03 MSD files by December 10th
- Federal Program students *identified* in the SAP *before* monthly file submission
- Federal Program students *verified* in MSIS *after* the monthly file submission
- District Approval process for Month 04 files will not run until the snapshot is taken
- Data for Ed Directory is pulled from MSIS
- All districts (public, non-public, and special) must have all personnel data entered in MSIS by December 10th so the data can be included on the snapshot and Accreditation edits and all year-end personnel reports can run from the snapshot data
- Districts will continue to make updates to personnel in MSIS until the deadline on December 10th at which time the rights to General/Schedule Entry screen are taken away from the districts.
- Access to Special Education Student Update Screen is removed

JANUARY
- Access to ACCRED Live Data Reports is removed
- Districts must clear Month 04 MSD files by January 15th
- Rights to the General/Schedule Entry screen are restored
- Federal Program students(previous and new) *identified* in the SAP *before* monthly file submission
- Federal Program final *verification* of ELL students in MSIS for WIDA testing – **January 20** *after* district MSD approval.
- Federal Program students *verified* in MSIS *after* the monthly file submission

FEBRUARY
- Districts must clear Month 05 MSD files by February 10th
- Accreditation Edits are run for public, non-public, and special schools
- Federal Program students *identified* in the SAP *before* monthly file submission
- Federal Program students *verified* in MSIS *after* the monthly file submission

MARCH
- Districts must clear Month 06 MSD files by March 10th
- Federal Program students *identified* in the SAP *before* monthly file submission
- Federal Program students *verified* in MSIS *after* the monthly file submission

APRIL
- Districts must clear Month 07 MSD files by April 10th
- Federal Program students *identified* in the SAP *before* monthly file submission
- Federal Program students *verified* in MSIS *after* the monthly file submission

MAY
- Districts must clear Month 08 MSD files by May 10th
- District must enter next school year's calendar in MSIS District Events by May 30th
- Federal Program students *identified* in the SAP *before* monthly file submission
- Federal Program students *verified* in MSIS *after* the monthly file submission

JUNE
- Districts must clear Month 09 (10 days after student's last day of school)
- Federal Program students *identified* in the SAP *before* monthly file submission
- Federal Program students *verified* in MSIS *after* the monthly file submission
- Federal Programs reports **printed and filed**.
- Districts must use the Year End Student Transfer screen to move students from one school to another before records are built for the new school year. Last Day is *June 30th.*
- Districts must complete Summer Program Report Entry screen for all schools offering summer programs
- Districts may submit ISL files from June 1st to September 30th. This is only for students who are under the age of 7 and do not have a MSIS ID
- Districts must submit MSH file (Monthly Student Historical File) as soon as Month 9 is completed.
- MSIS closes June 30th

Glossary

Disposition: the disciplinary action decided upon by the school or district administration to be completed by a student before returning to the classroom.

DSD – **Daily Student Data Transaction File – This file must be** submitted on a daily basis if there are suspensions or expulsions for a student for a violent act OR if the status of a Special Education student changed. This file must be submitted within the month the issues occur (red).

Incident: the action/crime conducted by a student, on and off campus, during the school year that requires a disciplinary action to be decided upon by school or district administration.

MSD – **Monthly Student Data Transaction File** - This file contain students' schedules, demographics, emergency information, incidents, attendance, enrollments, withdrawals, class schedules, program indicators and grades with credits received. This information has been entered at the home school into the school administrative package.

MDT – **Monthly Days Taught Data Transaction File** - It contains how many days were taught at this school for each grade for this reporting period.

Reporting Period – the student school attendance month **NOT** a calendar month. Please refer to the district timeline listed above.

SAP – **Student Administrative Package** –is a district-level software package that allow school districts to manage student, personnel and other pertinent school data on a daily basis. The software must have the capabilities of exporting data into MSIS. School districts select and purchase the school software company. *MDE employees are strictly prohibited from the decision and purchasing of the software at the public and non-public district level. MDE employees are forbidden access to the software packages purchased by the districts.*

Start Month/End Month – Standard Calendar Months

Targeted Assistance School - primarily addressed in **section 1115 of Title I, Part A,** is one that receives Part A funds yet is ineligible or has chosen not to operate a Title I schoolwide program. The term "targeted assistance" signifies that the services are provided to a select group of children--those identified as failing, or most at risk of failing, to meet the State's challenging content and student performance standards--rather than for overall school improvement, as in schoolwide programs. Like schoolwide program schools, the goal of a targeted assistance school is to improve teaching and learning to enable Part A participants to meet the challenging State performance standards that all children are expected to master. To accomplish this goal, a targeted assistance program must be based on effective means for improving achievement of participating children; use effective instructional strategies that give primary consideration to extended-time strategies, provide accelerated, high-quality curricula, and minimize removing children from the regular classroom during regular school hours; coordinate with and support the regular education program; provide instruction by highly-qualified and trained professional staff; and implement strategies to increase parental involvement

Report Glossary

Holding Area Report – a report that is created in MSIS before the approval of the district MSD file and it allows verification of the data.

Holding Area Student Indicators - the report that is a list of students with a particular indicator selected in the SAP and/or last submitted in the MSD file that is in the Holding Area.

Holding Area Vocational Student Indicators - This report list student name, MSIS ID, Grade Level, Vocational Indicator, LEP Indicator, Capstone Indicator, Disabled Indicator, Disadvantaged Indicator, Nontraditional Indicator, Single Parent Indicator, and Displaced Homemaker Indicator for students in the selected school who have a Vocational Indicator of Y in the Holding Area.

Holding Area Student Entries - a list of each student's name, MSIS ID, and grade level alphabetically by school based on data in the Holding Area that were submitted with an entry code (E) in the MSD file.

Holding Area Student Withdrawals – a list of each student's name, MSIS ID, and grade level alphabetically by school based on data in the Holding Area that were submitted with a withdrawal code (T or Dropout) in the MSD file.

Holding Area Incidents/Dispositions - a list of an incident description and disposition code with totals of each that are listed in the Holding Area incidents/dispositions that were submitted in the MSD file.